

1 May 2024

Background sheet: PCANZ Assembly Office and The Presbyterian Church Property Trustees new office

The following notes provide background information on the PCANZ national Assembly Office and The Presbyterian Church Property Trustees (CPT) process to move to a new shared office space at Level 4, 94 Dixon Street, Orbit House, Wellington in May 2024.

- Since 2006, when the Church's national office building, Laughton House, was sold, the PCANZ Assembly Office (AO) and The Presbyterian Church Property Trustees (CPT) have leased office space at 275 Cuba Street. For seven years they shared office space on one floor, with CPT moving to another floor and separate lease around 10 years ago.
- Both leases expired in February 2023 and, since then, have operated on a month-by-month basis.
- Assembly Office and Church Property Trustees explored the possibility of returning to one shared office space, either lease or purchase.
- Key considerations for sharing space were: the strong and close working relationship between the Assembly Office and the Trustees; that the shared space be fit for purpose and meet present and future needs of both the Assembly Office and the Trustees; that a reduced amount of space would be required for a shared space; elimination of duplicated facilities and services; sharing day-to-day costs; the desire to be wise stewards of the Church's resources.
- The possibility of reconfiguring the existing Assembly Office space to accommodate the Trustees was explored and rejected due to unacceptable lease conditions.
- After looking for property over several months, the 4th floor of 94 Dixon Street, Wellington, was found to meet requirements. With minor fitout the property should secure a long-term future on one site.
- Due diligence was undertaken, and it was decided the best option was to purchase the 4th floor for the Assembly Office.
- The Resource Sub-Committee supported this proposal, which was in turn approved by the Council of Assembly.
- A Commission of Assembly considered the proposal and unanimously approved the proposed purchase.
- An offer of \$500,000 was made and accepted.
- Assembly Office and Church Property Trustees will each have an office area on the floor, with shared communal spaces. CPT will rent their space from Assembly Office.
- Heating and ventilation and office fitout work will be completed by 17 May 2024 when both Assembly Office and CPT will begin the move to the new office. The move is expected to be complete by 8am on Tuesday 21 May 2024.



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- Overall, the annual costs of the new combined space will reduce the overall running costs for the Assembly Office.

See full contacts details for Assembly Office

<https://www.presbyterian.org.nz/about-us/contact-us/assembly-service-team>

and

The Presbyterian Church Property Trustees

<https://www.presbyterian.org.nz/about-us/contact-us/church-property-trustees>